

Performance Planning and Appraisal

Employee name (Print) _____ Date ____/____/____

Department _____

Position _____

Purpose of Review 3 Month 6 Month Annual Other _____ Date ____/____/____

Procedure

Section 1: Performance Appraisal - describes eight (or eleven for supervisor) professional criteria associated with job success or failure. Write the corresponding numerical value in the last column for each criterion. Add the numbers to obtain a total value and divide 8 (or 11, if supervisor section is completed) .

Section 2: Strengths and Development Needs - provides space for discussing overall job performance. Refer to Section 1 when completing this section.

Section 3: Employee Comments - is reserved for the employee comments.

Employee Signature _____ Date ____/____/____

(Does not imply agreement with contents)

Supervisor Signature _____ Date ____/____/____

Section 1: Appraisal	Score: 1-5
Orderliness/Safety - Consider the employee's ability to organize work and keep a safe work area.	
Knowledge - Consider knowledge of skills, procedures, methods, equipment, and materials required to do the job.	
Productivity - Consider the amount of work the individual produces during an extended period of time.	
Quality - Consider the accuracy and thoroughness of employee's work. Assess results in terms of rejections, errors, and overall neatness.	
Initiative - Consider the degree to which employee is a self-starter, can work with minimum supervision, and seeks new and better methods to do the job.	
Cooperation - Consider the effectiveness of the employee in accomplishing duties by working with others (peers, supervisors, customers). Respectful in all situations.	
Dependability - Consider the extent to which the employee can be relied upon to be available for work and to complete work properly.	
Communication - Consider the employee's ability to effectively present ideas and information orally or in written form.	
Only complete the section below for Supervisors	
Planning and Organizing - The ability to analyze work, set goals, develop plans of action, utilize time. Consider amount of supervision required and extent to which you can trust employee to carry out assignments conscientiously.	
Directing and Controlling - The ability to create a motivating climate, achieve teamwork, train and develop, measure work in progress, take corrective action.	
Decision Making - The ability to make decisions and the quality and timeliness of those decisions.	

Rating Scale:

DISTINGUISHED (5): Outstanding performance that results in extraordinary and exceptional accomplishments with significant contributions to objectives of the department, division, group or company.

COMMENDABLE (4): Consistently generates results above those expected of the position. Contributes in an above average manner to innovations both technical and functional.

FULLY SATISFACTORY (3): Good performance with incumbent fulfilling all position requirements and may on occasion generate results above those expected of the position.

NEEDS IMPROVEMENT (2): Performance leaves room for improvement. This performance level may be the result of new or inexperienced incumbent on the job or an incumbent not responding favorably to instruction.

MARGINAL (1): Lowest performance level which is clearly less than acceptable, and which is obviously well below minimum position requirements. Situation requires immediate review and action. Possible separation or reassignment is in order without significant and immediate performance improvement.

Overall Rating Determination

Add all numerical values above and enter here _____ (total). Divide by 8 (or 11, if supervisor section is completed)

Overall Performance Rating _____

Section 2: Strengths and Development Needs

Cite outstanding accomplishments and describe employee's specific strong points.

Describe areas where the employee must improve or training is needed.

Section 3: Employee Comments
